

CHECKLIST FOR OBTAINING A NEW LICENSE BY EXAM

July 1, 2007

APPLICANTS: READ CAREFULLY AND COMPLETE THE CHECK LIST BELOW BEFORE MAILING THE APPLICATION TO THE KANSAS REAL ESTATE COMMISSION. FAILURE TO DO SO COULD DELAY THE APPROVAL OF YOUR APPLICATION. INCOMPLETE APPLICATIONS MAY BE RETURNED.

_____ 1. **Completed fingerprint card, the Kansas Real Estate Waiver form and the \$64.00 fee has been mailed to and received by KREC.**

_____ 2. Page 1 (score report) page 2 (company affiliation information) and page 3 (application) of the Exam sheets

The Score Report must show that you have passed both the General and State sections of the exam. If you previously passed one part of the exam but failed the other, the score reports from **both** exams are required. Page 2 includes the Supervising or Branch Broker's Statement, which must be completed, signed and dated. Personal information (name, address, phone etc) on page 2 must match the information on the application. **Make changes as necessary.** Your application must be received by the KREC within 6 months of the earliest exam pass date on the score report or the exam must be taken again. **Broker application must include experience pages and broker applicants must have been licensed for at least two (2) years previous to application date.**

The Application for License as a Real Estate Salesperson or Broker. Salespersons must complete the 30-hour pre-license course and the 30-hour Kansas Practice Course. (The Kansas Practice Course must be completed no more than six-months prior to licensure.) Brokers must complete the 24-hour Pre-broker license course.

Read each question thoroughly. All questions must be answered and all requested information must be included. The application must be signed.

_____ 3. All supporting documentation requested on the application

Include copies of orders, petitions, complaints, settlement agreements, judgments, charges, orders of conviction, sentencing, release from probation or parole, employment permits, etc. See Questions 2, 4, 5 and 6. If you answer yes to Question #5 on the application, include a letter of explanation from you and a letter from your proposed broker stating that he/she is aware of the charges (the letter must state what the charges are) and is willing to supervise you under the circumstances.

_____ 4. Certificate or history of licensures from any state in which you are now or have ever been licensed (Question 1)

Contact the applicable real estate commission(s) to order the certificate. This is not a copy of the license. It is a history of your license and is required even if the license has expired.

_____ 5. The appropriate fees

Salesperson: The application fee for a salesperson is 15.00. The license fee will be prorated according to your last name (see fee schedule provided at exam center or download from www.kansas.gov/krec/forms.html).

Broker: The application fee for a broker is \$15.00. The license fee will be prorated according to your last name (see fee schedule provided at exam center or download from www.kansas.gov/krec/forms.html). Experience pages must be included with your application. Experience pages are available at the exam center or from www.kansas.gov/krec/forms.html. **If you are currently licensed in Kansas as a salesperson, please return your salesperson's wall license with your application. If your application for a broker's license is denied, the salesperson license will be returned.**

SALESPERSON APPLICANTS: YOU MAY NOT ADVERTISE, SHOW OR SELL REAL ESTATE UNTIL YOUR BROKER HAS RECEIVED YOUR LICENSE.

4/29/08